

# EPA's Special Direction on How to File an EIS

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September 30, 1999

### How to File an EIS

Thank you for your interest in the Environmental Protection Agency's filing system for Environmental Impact Statements (EISs). The Office of Federal Activities has prepared the following EIS Filing System instructions for all federal agencies on filing an EIS. You may obtain information on the status of an EIS you have already sent to EPA by accessing the "EIS Filing System" Auto Phone Service at 202-564-7167. You may also obtain general information on EPA's filing system and information on how to obtain a copy of an EPA comment letter on a specific EIS by calling the above Auto Phone Service.

- All Federal Agencies must file their EISs with EPA to obtain a comment due date and have the official Notice of Availability published in the Federal Register.
- To file an EIS, you must send or deliver five copies of the EIS to EPA's Office of Federal Activities together with a cover letter:
  - Stating that distribution of the EIS has been completed;
  - Providing the name and phone number of a contact person; and
  - Stating the requested due date if longer than the prescribed period.
- All copies of the EIS and the cover letter must be originals. No photocopies will be accepted.
- All copies of the EIS must be bound or in notebooks.
- If you are mailing; using special delivery or hand-delivery for your EIS, please mail or deliver to:

U.S. Environmental Protection Agency  
Office of Federal Activities - Room 7241  
EIS Filing - Mail Code 2252A  
Ariel Rios Building, South-Oval Lobby  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

If you need further assistance in this matter, please contact us at:

U.S. Environmental Protection Agency  
Office of Federal Activities - Room 7241  
Ariel Rios Building, South-Oval Lobby  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

Fax: 202-564-0072

General Number: 202-564-2400

We also invite you to visit our website at [www.epa.gov/oeca/ofa](http://www.epa.gov/oeca/ofa) and our EIS Filing System Auto Phone Service at 202-564-7167.